

POLICE PROPERTY CLERK  
Office/Clerical

CITY OF MILPITAS  
EFFECTIVE: 2/6/90  
EEOC:

FLSA: Nonexempt  
UNIT: MPOA  
PHYSICAL: 1

DEFINITION

To perform a variety of responsible office law enforcement work which does not require peace officer training including the maintenance of criminal evidence and other property.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Support Services Captain or other designated supervisor.

Coordinates with other employees as necessary to transport, deliver or dispose of evidence and/or property.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintain evidence room; assume responsibility for receiving, cataloging, storing, releasing and destroying physical evidence according to established procedures.

Transport evidence to the crime lab for analysis.

Maintain appropriate records and files.

Compile monthly criminal statistics for the City, County and State.

Serve as relief court liaison officer as required by scheduling adjustments.

Perform data entry and typing tasks.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern record keeping and filing systems in public or private sector.

Basic organization and functions of a municipal law enforcement agency.

Modern property control methods in law enforcement or private sector, procedures and techniques for dealing with the public in a tactful manner.

CITY OF MILPITAS

Police Property Clerk (Continued)

Ability to:

Ability to learn laws applicable to duties and responsibilities.

Interpret and apply State laws and regulations of the City and Police Department.

Prepare accurate and grammatically correct written reports.

Take the initiative necessary to maintain an efficient operation.

Maintain an efficient record keeping system.

Understand and carry out oral and written directions.

Work cooperatively with others and deal tactfully with the public.

Utilize and operate the department's computer system.

Stay informed on new developments in the field of property control.

Experience:

One year of increasingly responsible experience in general clerical work, and one year of property control or related support function in a law enforcement agency. Similar experience in the private sector will be considered.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California Driver's License.

Approved by:

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City Manager